

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

MOTOR VEHICLE ADMINISTRATION

INVESTIGATIVE DIVISION

AGENCY		DIVISION
Item No.	SUPERSEDES SCHEDULE 1013A & 1013-1 Description	Retention
1.	<u>Correspondence Files</u> Correspondence relating to the routine operations of the office.	Retain for two (2) years then destroy.
2.	<u>Activity Report (Monthly and Annual)</u> Copies of statistical reports pertaining to the section's activities which are sent to the Director's office. The annual report is used for comparison and budgetary purposes.	Retain monthly reports for one (1) year, film, then destroy. Retain annual reports for three (3) years, film, then destroy.
3.	<u>Communication and Telephone Daily Logs</u> Daily logs of the requests received by this section, type of information requested, and the time information was transmitted to the calling party.	Retain for one (1) year, film, then destroy.
4.	<u>Communication Message Files</u> Subdivided into the following categories, each basically containing requests for information and subsequent replies: a. Telegrams sent and received b. Communication messages current c. Numbered communication messages sent	Retain for one (1) year, film, then destroy.
5.	<u>Telephone Number Authorization Files</u> These are current files on companies authorized to receive information through the Communications Room facilities.	Retain until revised or superseded, then destroy.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

Date

Signature

Title

Date

State Archivist

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RECORDS RETENTION AND DISPOSAL SCHEDULE

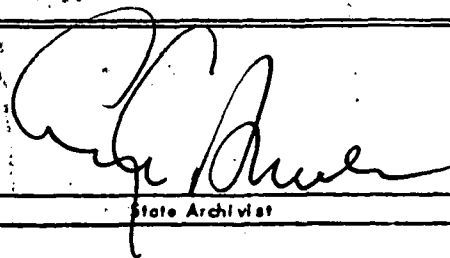
MOTOR VEHICLE ADMINISTRATION

INVESTIGATION DIVISION

AGENCY

DIVISION

Item No.	AGENCY Description	DIVISION Retention
6.	<u>Financial Responsibility Cases (nonrecord)</u> File contains Investigator's office copy with remarks, notes, etc., relative to insurance cancellation, pick-up of driver's license or tags under compulsory insurance laws.	Create electronic file to be maintained in office until no longer needed. Destroy paper file after action completed and case returned to originator.
7.	<u>Request for Pick-up (nonrecord)</u> File contains office copy of report form where motorist fails to appear as directed by the courts, MVA for hearing or has not surrendered items or paid required fees.	Create electronic file to be maintained in office until no longer needed. Destroy paper file after action completed and case returned to originator.
8.	<u>Complaint Case (nonrecord)</u> File contains office copy of complaint and investigator's actions in resolving.	Film and maintain in office until no longer needed. Destroy paper file one (1) year after action completed and case returned to originator.
9.	<u>Sick Leave Counseling Record</u> Retain a copy of counseling session in the individual's file. Forward a copy to Employment Office for inclusion in official personnel file.	Maintain in employee's file.
10.	<u>Court Cases</u> This file contains copies of subpoenas, court appearances by agent/investigator, documents prepared for court action and records of witnesses' fees, if applicable.	Microfilm after conclusion of case. Retain film for thirty-six (36) months, audit, then destroy.

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Date
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Item No.	SUPERSEDES SCHEDULE 1013A & 1013-1 Description	Retention
11.	<u>Reinstatement and MAB cases</u> Office copy file on investigator's reports, notes, etc., referring to investigations conducted for reinstatement of driving privileges.	Retain office copy with investigator's report for three (3) months from date of case closure, microfilm and destroy original. Retain film permanently, transfer periodically to Md. State Archives.
12.	<u>Special Parking Permits</u> This file contains the application, investigation report and related papers concerning the approval for and issuance of the special parking permit.	Retain for three (3) months film, destroy originals except photographs, retain film permanently, transfer periodically to Md. State Archives.
13.	<u>Confidential, Special or Sensitive Cases</u> File contains office copy of reports relating to special investigations conducted where information gathered is of confidential or sensitive nature.	Retain for two (2) years after case closure, film, destroy original, maintain film for five (5) years, then destroy.

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Hall of Records Commission2/28/90 [Signature] Director
Date Signature Title8/21/90 [Signature] State Archivist
Date Signature